

Vacancy Details

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| Personnel Notice: | 44-15 |
| Date Announced: | 04/22/2015 |
| Closing Date: | 5/4/2015 |
| Command: | Naval Sea Systems Command (NNSY Portsmouth, VA) |
| Grade: | GS-11/12/13/14 |
| Type: | Assistant Counsel |

There is an anticipated vacancy for an attorney to serve as Assistant Counsel, Norfolk Naval Shipyard (NNSY), Portsmouth, Virginia, within the Office of Counsel, Naval Sea Systems Command. A second vacancy may occur in the summer of 2015. Therefore, two attorneys may be hired from this announcement.

The NNSY is the oldest United States Navy Shipyard and largest public shipyard on the East Coast. It is one of the largest shipyards in the world specializing in repairing, overhauling and modernizing U.S. Navy ships and submarines. NNSY employs approximately 10,000 civilians and 500 military personnel.

The Norfolk Naval Shipyard Office of Counsel is a field office within the Office of Counsel for the Naval Sea Systems Command (NAVSEA). NAVSEA is responsible for the development, acquisition, and maintenance of ships, shipboard systems and ordnance for the Department of the Navy (DON), with an annual budget of nearly \$30 billion and a workforce of roughly 60,000 civilian, military and contract support personnel. The NAVSEA Office of Counsel employs over 100 lawyers at its Headquarters in Washington, D.C., and in 21 field offices throughout the United States.

The NNSY Office of Counsel employs four attorneys and one paralegal, and has a varied workload covering most of the DON Office of the General Counsel's (OGC's) practice area with emphasis on federal acquisition law, civilian personnel and labor law, fiscal law, standards of conduct and ethics, and Freedom of Information Act and Privacy Act matters.

The successful candidate for the Assistant Counsel position will be expected to practice primarily in civilian personnel and labor law, but will also provide some legal services in the other areas identified above. The Assistant Counsel position may be filled at the GS-11, GS-12, GS-13 or GS-14 level, and the position will have promotion potential to the GS-14 level.

To be eligible for selection at the GS-11 level, recent law school graduates and applicants with less than one year of legal experience must have graduated in the top third of their law school class or must present other evidence of clearly superior accomplishment or achievement such as work or achievement of significance on an official law school law review or journal, winning a moot court competition, membership on the law school's official moot court team, or membership in the Order of the Coif. To be eligible for selection at the GS-12 level, the applicant must have two years of successful legal experience in any of the OGC practice areas listed above, or an LL.M. plus one year of successful legal experience in any of the above listed practice areas. To be eligible for selection at the GS-13 level, the applicant must have in excess of two years of legal experience in any of the OGC practice areas listed above. To be selected at the GS-14 level, the successful candidate must have a minimum of three and one-half years of relevant legal experience. The grade level offered will be based upon the successful applicant's qualifications and funding availability. Among qualified applicants, preference is expected to be given to hiring the best-qualified applicant at the lower grade.

Applicants will be evaluated on their: 1) experience and training in the relevant OGC practice areas identified above, with additional significance given to experience in civilian personnel law; 2) research, analytical, and writing skills; 3) oral communication skills and ability to develop strong attorney-client relationships; and 4) interpersonal skills, and their ability to work both independently and as part of a team. Recent experience in litigation before U.S. district courts and other forums such as the Equal Employment Opportunity Commission and/or the Merit Systems Protection Board will be considered a plus. Regardless of the pay grade, a demonstrated ability to learn quickly and to handle matters of first impression, is also highly desirable. Knowledge of the DON, NAVSEA, and OGC is desirable, but not mandatory.

The successful applicant must have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. Territory, or the District of Columbia, and be admitted to practice before a state or federal court. U.S. citizenship is a requirement of the position, and the successful applicant must be able to obtain and maintain a SECRET security clearance.

Interested attorneys may contact Ms. Kate DeMane by telephone at (757) 396-8625 or e-mail at mary.k.demane@navy.mil for more information.

Applicants should submit a cover letter; resume; and two writing samples that demonstrate analytical and/or

advocacy abilities (less than 10 pages each, portions of longer work products are acceptable); the two most recent performance appraisals, if available; and the names and telephone numbers of at least three references who may be contacted. Attorneys who graduated after 2009 must provide a copy of their law school transcript and class rank as well. The application should indicate the lowest grade level that the applicant will consider.

Applications should be addressed to:

Kate DeMane
Office of Counsel, Code 107
Bldg. 1500, 6th Floor, Rm 647
Norfolk Naval Shipyard
Portsmouth, Virginia 23709

Electronic submissions are preferred and should be submitted to mary.k.demane@navy.mil. Applications may also be submitted by fax at: 757-396-9352.

This personnel notice will close at 11:59 on May 4, 2015, and applications must be received by this time to be considered.

If the successful applicant is not currently a member of the DON OGC, processing of the hiring action can only commence after submission of those items identified in the "Documentation Instructions for Hiring New OGC Attorneys" (see "OGC Civilian Attorney Careers" section of www.ogc.navy.mil).

Applicants eligible for Veterans' Preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit ww.opm.gov/veterans and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying Veterans' Preference to attorney appointments in the excepted service; however, the Department of the Navy considers Veterans' Preference eligibility as a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for Veterans' Preference will not receive this positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Relocation or Permanent Change of Station expenses will not be paid.

Reasonable Accommodation Policy Statement:
https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement

Legal and Regulatory Guidance:
https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.